



SPECIFICATION FOR:

EXECUTIVE DIRECTOR – TEXAS DEPARTMENT OF MOTOR VEHICLES

I. OUR CLIENT:

We represent the Texas Department of Motor Vehicles (TxDMV). This agency is responsible for: vehicle registration and titling, issuing motor carrier operating authority, motor carrier enforcement, licensing vehicle dealers, and awarding law enforcement agencies grants to reduce auto theft and increase public awareness. The TxDMV is governed by a nine-member board, appointed by the governor to six-year terms. Four former Texas Department of Transportation (TxDOT) divisions—Vehicle Titles and Registration, Motor Carrier, Motor Vehicle, and Auto Burglary and Theft Prevention Authority were consolidated into the new TxDMV. The agency was created in June 2009 when Governor Perry signed HB 3097 into law. The 81st Texas Legislature passed the bill that transferred vehicle registration and vehicle-related consumer protection and enforcement programs to the new agency. The TxDMV was established to provide a more focused level of service to Texas citizens.

Today, with more than 21 million registered vehicles, Texas has the second highest number of registrations in the nation. Vehicle registrations have increased by almost one million annually in recent years. Gross revenues expected from the programs administered by the TxDMV are projected to approach \$1.2 billion, producing an approximate net contribution to the State Highway fund of \$1 billion.

In recent months, the TxDMV has conducted both a comprehensive organizational assessment and a business process analysis as part of its ongoing effort to ensure the efficient, effective and responsive delivery of services to the motoring public and motor vehicle related industries. There are four imperatives for the success of the agency that are supported by both studies: (1) Become “retail-oriented” in approach and mindset, meaning more innovative more progressive, more communicative, and more responsive; (2) Focus on the generation of increased revenues to support the funding of Texas’ transportation needs; (3) Provide better, faster and more efficient services to the public and regulated industries; and, (4) Support the growth and success of the State’s transportation related industries as an engine of economic development. Therefore, the TxDMV transformation outcomes, as supported by the organizational assessment and the business process analysis, are agency culture, supported by agency leadership who are constantly changing departmental processes to improve effectiveness and efficiencies, possibly using automation to support the transformation efforts.

II. REPORTING RELATIONSHIP:

Reports to: The TxDMV Board of Directors

Supervises: The TxDMV organization has 763 full-time employees. Included are those assigned to the Austin headquarters, and others assigned to 16 regional offices located around the state.

III. PRINCIPAL RESPONSIBILITIES:

Directs, manages and implements TxDMV policies and programs in a manner consistent with federal and state laws and regulations and directives issued by the TxDMV Board. Responsible for establishing and executing major goals and objectives for the TxDMV. Provides leadership and direction in overseeing the management of a \$161.2 million budget and all motor vehicle related functions for which the agency is responsible, and to ensure the agency develops and maintains the appropriate culture and mindset to support stakeholder interests, develops the most effective and dynamic leadership team, develops the most efficient and effective business processes, and develops systems that are more than adequate, efficient, and effective, and managed in the most cost-effective manner. Work requires extensive contact with international, federal, state and local governmental officials, motor vehicle industry representatives, and private entities such as contractors, financing sources, and others. Develops and maintains organizational structure and effective personnel by coordinating major activities through subordinates and appraises assigned personnel. Represents the TxDMV to stakeholders, other agencies, and the general public. Employees at this level perform work at the highest level of discretion and independent judgment, and are responsible for final outcomes.

IV. QUALIFICATIONS:

EDUCATION

This position requires a minimum of an undergraduate degree from an accredited college or university. A graduate degree is preferred.

EXPERIENCE AND LEADERSHIP BACKGROUND

Demonstrated and progressive **executive leadership experience** in the public or private sectors. Prepared and motivated to function as the CEO of a mid-sized, complex organization. **Executive experience in one of the DMV industries is preferred.** Further qualifications:

- A strong background of accomplishment in **leading and directing transformation efforts** of a comparably sized entity with a vision of **customer focus** and performance in a “**retail oriented**” business or setting: innovative, progressive, communicative, and responsive.
- A “**visionary**” with a **strong business orientation** and the capability for creative leadership and oversight of motor vehicle programs.
 - A proven track record as a **strategic thinker** capable of developing and implementing short-term and long-term plans.
 - Evidence of **strong business, leadership, economic growth, and strategic execution acumen.**
 - Capability for interpreting and analyzing legislation, rules, and regulations.
- Highly skilled in **working collaboratively** to establish rapport and build credibility with a wide array of internal and external stakeholders.
- Demonstrated strength as a **team builder and a consensus builder:**
 - **Proven capability for directing and coordinating an extensive and diverse staff**, and able to effectively communicate and interact with employees at all levels.
 - Experienced in clarifying roles and breaking down organizational silos through performance planning and measuring performance against Board directed strategic goals.
 - Proven background in **driving results through organizational development**, succession planning, and performance management practices.

- Polished, with executive “presence” and a **persuasive, energetic** communication style.
 - Extensive knowledge of, and respect for state and federal legislative processes.
 - Proven knowledge of, and ability to influence and build relationships at multiple levels.
 - Talented as a relationship builder, able to motivate and negotiate effectively, capable of developing and implementing change process strategies.
 - Must have the proven **ability to act strategically** vs. tactically.

V. RESPONSE TO:

GRANT COOPER & ASSOCIATES, INC.

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Representing An Equal Opportunity Employer

Be advised that under Texas law, names and other information concerning applicants may be subject to disclosure upon request.